

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



PUBLIC HEALTH SANITARIAN

Salary Range:

\$717.25- \$968.25 Weekly

POSITION

Vacancy is in the Environmental Health Division of the Health and Human Services Department. Under general supervision, assists in developing emergency preparedness plans and programs for the City of Hartford. Develops plans for coordinating the local responses to major health threats. Participates in the coordination, development and implementation of disaster exercises. Provides assistance in the coordination of public health services including surveys and epidemiological studies. Assists in the preparation of division-related projects and public health-related educational initiatives. Prepares assessments of environmental data and technical reports. Performs related work as required. Hours of this position are 37.5 per week. This is a grant-funded position renewable on an annual basis. The City of Hartford is not obligated to fund this position upon termination of present funding.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in the biological sciences, supplemented by courses at the postgraduate level in public health. Two years of professional experience in the field of sanitation inspections, including some lead responsibility. Wherever possible, appropriate equivalents will be considered.

A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license is required. **A COPY OF YOUR DRIVER'S LICENSE MUST BE SUBMITTED WITH THE APPLICATION. AN APPLICATION WITHOUT A COPY OF THE DRIVER'S LICENSE WILL NOT BE PROCESSED.**

MUST BE A BONA-FIDE RESIDENT OF THE CITY OF HARTFORD AT THE TIME OF APPLICATION. MUST SUBMIT A COMPLETED CITY OF HARTFORD RESIDENT FORM.

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of sanitary sciences including bacteriology, chemistry, and personal hygiene; Knowledge of the modern methods, principles and practices of public health sanitation; Knowledge of the laws, ordinances and regulations governing environmental health; Ability to interpret and explain regulatory provisions of City, State and Federal statutes, laws and codes; Ability to establish and maintain effective working relationships with employees, representatives of other agencies, and the general public; Ability to express oneself clearly and concisely, orally and in writing. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background test. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL WEDNESDAY, OCTOBER 4, 2006.

Exam No. 2375

Issued: 9/20/2006

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.

CITY OF HARTFORD
RESIDENCY AFFIDAVIT

In order to qualify for residency with the City of Hartford Human Resources Rules and Regulations, the City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of your application for employment you are domiciled in the City of Hartford.

For the purpose of this Request, “DOMICILED” is defined to be “that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects.”

You are required to complete and submit this form at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

NOTICE: THE APPLICANT BEARS THE BURDEN TO SHOW LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.